



# WELLNESS COORDINATOR CHECKLIST

## DIABETES PREVENTION PROGRAM

This benefit aims to engage Public Employees Benefits Board (PEBB) Program participants in the Diabetes Prevention Program (DPP) with onsite blood sugar testing events and classes.

### PURPOSE

- To achieve a consistent, uniform, and private experience for all PEBB participants, this checklist outlines how to plan, promote, help, and follow up with the DPP testing events and classes.
- HIPAA regulations apply to this health plan benefit, so take special care to follow the guidelines to ensure compliance.

### DEFINITIONS

#### DPP Testing Provider

Contracted provider of onsite testing services, includes:

- **Registration staff**  
Staff person at the welcome table.
- **Screener**  
Fasting blood sugar tester.

#### DPP Lifestyle Coach

Attends testing events providing consultation.

#### DPP Program Coordinator

Helps coordinate classes after the testing event.

### ACRONYMS

**DPP:** Diabetes Prevention Program

**HIPAA:** Health Information Portability and Accountability Act

**PEBB:** Public Employees Benefits Board

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## 1. PLANNING

- Start at the DPP webpage at [www.hca.wa.gov/about-hca/washington-wellness/diabetes-prevention](http://www.hca.wa.gov/about-hca/washington-wellness/diabetes-prevention).
- Get leadership support.
- Get a small team (if possible) to help coordinate.
- Fill out and send the [Onsite Testing Event Request Form](#).
- Once Washington Wellness receives the form, someone will contact you about your testing event request.

## TESTING EVENT

- To comply with HIPAA regulations, use a generic name when booking the rooms (such as 'wellness activity' or 'class'). Do not use diabetes, pre-diabetes, or DPP when booking rooms.
- Book separate, closed-door rooms for DPP Lifestyle Coach at testing event, if possible. If not possible, use a large enough room with standing screens to create privacy areas for DPP Lifestyle Coach and DPP testing vendor.
  - Allow 30 minutes before and after your testing event for set-up and clean up.
- As a guide use the [DPP Testing Event Setup](#) to layout the room properly with tables, chairs, and privacy screens. Call your Washington Wellness representative if you have questions.
- Wellness Coordinator and DPP Lifestyle Coach will get updates from DPP Testing Provider about enrollment numbers starting seven calendar days before the event and then daily until one day before the event.

## DPP CLASSES

- The DPP Lifestyle Coach will contact you regarding the DPP classes at your event.
- Start the class series two to four weeks after the testing event.
- Book a room for the entire class series following these steps:
  1. **Classes 1-16:** Once a week.
  2. **Classes 17-19:** Once every other week.
  3. **Classes 20-25:** Once a month.
- Book the room for 2 hours (30 minutes before and after each class for set-up and clean up). It does not have to be the same room every time though it helps to be as consistent as possible.
- Book a discreet room for the class (no windows, or if so, windows with blinds) big enough to seat 15 comfortably, with enough room to create privacy for the participants' weekly weigh-ins.

## 2. PROMOTION

- Use the customized DPP material found at the [DPP webpage](#).
  - Customize promotional materials with your testing event information.
  - Map out your promotional campaign to plan what to use and when.
  - Send a reminder to your employees a few days before the event.

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## 3. TESTING EVENT

- Arrive 30 minutes early to greet the registration staff, screeners, and DPP Lifestyle Coaches and to help set-up.
- The registration staff will have the list of pre-registered attendees. To comply with HIPAA regulations, only the registration staff will see the names on the list and they must keep it covered at all times (not even you should see the names).
- Create privacy for DPP Lifestyle Coaches and screeners during set-up. Use the [Testing Event Setup](#) found on the [DPP webpage](#) for help.
- To comply with HIPAA regulations, do not stay at the event. Instead, stay on-call. You can check in to make sure things are going okay, but stay only a few minutes at most.
- Help clean up at the end of the event. Registration staff and screeners will remove all equipment and garbage.

## 4. POST-EVENT

- The DPP testing provider takes the blood sugar paperwork for all participants.
- DPP Lifestyle Coaches take all class paperwork for processing.
  - To comply with HIPAA regulations, the DPP Lifestyle Coach cannot tell you who signed up for the class series, but can tell you how many people enrolled.
- Within 48 hours of your event, a DPP Program Coordinator will contact you to discuss your class series.
  - If the DPP Program Coordinator needs to make changes to the classes, they will contact you directly.
- One week before your class, the DPP Program Coordinator will contact you with more details and logistics about your class series. If there are changes to the class, contact the DPP Program Coordinator directly.
- Use the Testing Event Feedback Survey sent to you from the DPP testing provider post event to share your experience with us.

## 5. CLASS SERIES

- Even though you're not supposed to know who is in the class, employees may contact you with questions. Answer, if you can, based on information you received from the DPP Program Coordinator. If you can't answer a question, contact the DPP Program Coordinator directly. If you don't hear back, contact [wawellness@hca.wa.gov](mailto:wawellness@hca.wa.gov).

**YOU MADE IT!**